

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

**1. POST**

**KAMPALA**

**2. AGENCY**

**USAID**

**3a. POSITION NO.**

**65732518B**

**3b. SUBJECT TO IDENTICAL POSITIONS?** ☐ Yes ☒ No

Agencies may show the number of such positions authorized and/or established:

**4. REASON FOR SUBMISSION**

☐ a. Reclassification of duties: This position replaces

Position No.: \_\_\_\_\_ Title: \_\_\_\_\_ Series: \_\_\_\_\_ Grade: \_\_\_\_\_

☐ b. New Position

☒ c. Other (explain): Revised

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority:	<b>Prog. MgT. Spec./Dep. HSS TL, FSN-4005</b>	<b>12</b>		
b. Other:				
c. Proposed by Initiating Office:				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
Deputy HSS Team Leader	Vacant
8. OFFICE/SECTION: HEALTH & HIV/AIDS	a. First Subdivision:
b. Second Subdivision:	c. Third Subdivision:

APPROVALS AND SIGNATURES SECTION	
9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
Typed Name and Signature of EMPLOYEE Date (mm-dd-yy)	Typed Name and Signature of SUPERVISOR Date (mm-dd-yy)
11. This is a complete and accurate description of the duties and responsibilities of this position. <b>There is a valid management need for this position.</b>	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
Typed Name and Signature of SECTION CHIEF or AGENCY HEAD Date (mm-dd-yy)	Typed Name and Signature of Executive Officer Date (mm-dd-yy)

**13. BASIC FUNCTION OF POSITION**

The incumbent of this position serves as a Senior Officer and Deputy of the HSS Team within USAID/Uganda Development Objective 3: Improved Human Capacity/Investing in People (DO3). The Health Systems Strengthening (HSS) Team consists of one USDH PHN Officer, two expatriate staff (two TCNs), six foreign service nationals, five of which are technical staff.

The HSS team is part of the Health and HIV/AIDS (HH) Office which also encompasses the Family Health Unit, the HIV/AIDS Unit, and the Malaria and Emerging Pandemic Threats Unit, along with a Program Support Unit. The incumbent will work closely with these units on cross-cutting issues and projects such as developing health systems, strengthening laboratories, integrated service delivery, and private sector initiatives. The HH Office is headed by a US Foreign Service Officer who reports directly to the Mission Director. Managing a budget of over US\$200 million in fiscal year 2015 (FY15), the Health Systems Strengthening Division has a significant portfolio in the Mission. The incumbent provides primary support to the HSS Team Leader in directing and guiding the strategic, programmatic, technical, and financial directions of this technically complex and challenging portfolio, as well as some project. The incumbent will also collaborate closely with other team leaders and management positions within the mission during the implementation of the country Development Cooperation Strategy (CDCS) 2.0.

This position also serves as acting Team Leader during the absence of the HSS Team Leader; including attendance and participation in DO and Mission meetings. The incumbent must have broad technical experience in the areas of health mentioned above, and must demonstrate a comprehensive understanding of the Ugandan health sector, including decentralization and the Sector Wide approach (SWAp) in Uganda. The incumbent must have prior supervisory experience. This senior position ensures that the Mission has the necessary management and technical expertise to handle and successfully implement health programs and activities in USAID/Uganda's portfolio.

**14. MAJOR DUTIES AND RESPONSIBILITIES****% OF TIME**

Strategic planning serves as the foundation to the Mission/DOs response and sound project management serves as the cornerstone to ensuring project strategic and technical directions and interventions are aligned with the DO's goals and objectives as well as the National HSS strategy and ultimately achieve the desired results. The past two years have seen a rapid increase in the amount of effort and resources the HSS team is managing. The number of staff required to effectively manage resources and activities has also increased and continues to increase.

This position will provide strategic and technical support to the HSS Team Leader to ensure that project staff are properly equipped and supported to oversee and manage the HSS portfolio. The Deputy HSS Team Leader is responsible for working in a collaborative management structure, facilitating an HSS portfolio that is smart, connected and results-oriented, and ensuring that HSS staff are effectively oriented, trained and undertaking project and financial management responsibilities in order to improve efficiency, effectiveness and results. The Deputy will also maintain a small technical portfolio and provide strategic guidance, program monitoring and support to selected USAID implementing partners

The Deputy Team Leader provides strategic and technical support the HSS Team Leader in his day to day management activities. In doing so, the Deputy Team Leader is responsible for:

**1. Strategic and Technical guidance****30%**

- Work collaboratively with other health/HIV management teams.
- Provide leadership in USAID planning and review of HSS portfolio; refocusing, as needed, current and future priorities.
- Provides strategic direction and technical input to key USAID governmental and non-governmental partners on their strategies, work plans and monitoring and evaluation as it relates to HSS
- Support and facilitate technical staff to identify and employ technical resources in their day to day management.
- Facilitate and strengthen USAID's collaborative contribution to the USG HSS portfolio and national response.
- Coordinate with USAID HSS Advisors for Donor and Community relations to ensure that activities are effectively integrated with other national initiatives such as the Global Fund
- Identify opportunities and strengthen existing opportunities for integration within the Health portfolio and across, other DOs including democracy and governance, conflict and economic strengthening.
- Provide leadership and act as HSS Team Leader in absence of the Team Leader
- Organize and help facilitate team building sessions and retreats.
- Actively participate in and contribute to Mission and team meetings as directed.
- Facilitate implementation of evaluations of program activities in coordination with M&E Advisor and Health management team.

- Perform other duties as determined by the Team Leader.

## 2. Management and Supportive Supervision

50%

**A key role of the Deputy position will be to provide day to day management of a subunit, including supervision of staff, within the HSS team.**

### Coaching/support supervision

- Supervise approximately three (3) technical and administrative staff; which includes development of work objectives, professional development and training plans, complete ad hoc and annual performance reviews.
- Coach and mentor all HSS team members, as needed, in effective project and financial management; work in collaboration with PPD, FMA and A&A to develop an orientation and training program for staff who have not yet received C/AOR training or need a refresher; ensure effective coordination and planning with supervisors of other HSS team members
- Develop and oversee project planning and monitoring schedule including work plans, quarterly and annual reports, meetings with C/AORs and other staff, integrated field visits.
- Undertake quarterly integrated support supervision with technical and other Mission staff i.e. FMO, A&A.

### Financial management

- Monitor the HSS budget; work in collaboration with the DO3 Financial Analyst to ensure that budgets are up to date; reprogramming is completed; budgetary changes are approved by HSS, DO Team Leaders and DO3 Office Director; ensure working group members are informed of minimum and maximum budget expectations for COP, MOP and OP planning; coordination with other teams for projects with multiple funding sources
- Provide technical support to HSS team members in reviewing, understanding and responding to quarterly accruals and pipeline analysis; ensuring that the HSS team is prepared and “on the same page” for Mission reviews.

### Planning and reporting

- Facilitate team participation in the portfolio review process and products.
- Works with PPD to ensure that HSS staff are informed of new developments and are contributing to or participating as needed.

## 3. Technical and project management

20%

The Deputy will maintain a small technical portfolio to ensure that s/he stays current with the HSS response in Uganda, including new directions and trends, as well as issues related to project management. In doing so, the Deputy is responsible for:

- Providing substantial input, based on technical and managerial experience, into the planning, design and oversight of USAID HSS activities at national, district and sub-district levels; planning and reporting process include but are not limited to PEPFAR Country Operational Plan, Mission Operational Plan and Malaria Operational Plan.
- Providing strategic direction and technical oversight to key USAID governmental and non-governmental partners to ensure that they develop strategies, work plans and targets that are aligned with USAID goals and objectives. He/she is responsible for undertaking sound project management and will serve as a role model for other HSS staff.
- Ensuring technical and programmatic synergy within USAID/Uganda supported HSS activities and between those of government and other development partners by facilitating exchange of technical information and identifying and fostering opportunities for partnership on technical and programmatic activities.
- Participating as a senior USAID/Uganda representative in national level technical, programmatic and policy meetings and consultations related to HSS with other donors, government officials and implementing partners.
- Drafting talking points, assisting with high level visits (e.g. Congressional, political appointees, senior representatives from USG), developing/updating briefing materials as it relates to the HSS team.

## 15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Masters' Degree in field relevant to development assistance such as social sciences, social work, public health, organizational development, public or business administration, international development, law or medicine or related degree strongly required.
- b. **Prior Work Experience:** Three years' experience of progressively responsible, professional experience in the field of development. At least five years' experience in development assistance, or related work for USAID, other donor agencies, host government organizations or private sector institutions. Demonstrated knowledge of supporting a comprehensive approach to Health is required including strategic planning, monitoring and reporting in the areas of systems strengthening and service delivery.
- c. **Post Entry Training: Leadership;** Leadership Acquisition and Assistance; Programming Foreign Assistance, Project Design and Management, Supervision Training; other online and on-the-job training as relevant. Computer Skills: Basic - Proficiency in Microsoft Word, Excel, PowerPoint, and web-based database system
- d. **Language Proficiency** (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Minimum of level 4 – fluent in English (written and oral) language. Knowledge of one or more Ugandan local languages preferred.
- e. **Job Knowledge:**
  - Thorough knowledge of the concepts, principles, techniques and practices of the multisectoral response to HSS.
  - Thorough knowledge of Uganda's economical, political, social and cultural characteristics and the history of development assistance, in particular the response to HSS in Uganda, including current trends and directions (including health sector strategic planning, health financing, public accounting systems, SWApS, and decentralization).
  - Thorough knowledge of Uganda's development prospects, priorities and HSS resources.
  - Management and supervisory experience, including human resource management.
  - Solid understanding of USAID's business processes for acquisition and assistance including planning, formation and administration;
  - Working knowledge of USAID and GOU/MOH monitoring and evaluation systems.
  - Solid knowledge of USAID's businesses processes preferred.
- f. **Skills and Abilities:**
  - Ability to establish and maintain effective working relationships within the USG Mission including USAID (Mission and Headquarters), State Department, the Centers for Disease Control and Prevention (CDC), The Department of Defense, the National Institutes of Health, and Peace Corps.
  - Ability to establish and maintain effective working relationships with implementing partners, private sector partners, other donor partners, and both central and district level Government of Uganda counterparts.
  - Strong Analytical ability to: a) analyze ongoing public health interventions to assess their efficacy and efficiency; and b) obtain, analyze, and evaluate data and prepare precise and accurate reports for other decision-makers.
  - Multitask and exercise sound judgment and decision-making in a very fast paced, dynamic environment.
  - Independently and effectively plan, organize, manage and evaluate important, responsible and complex projects for individual and team work.
  - Consistently demonstrate excellent technical and project management skills to review and provide substantive feedback on documents including concept papers, proposals, program descriptions/scopes of work, annual submissions for various operational plan planning processes, oral and written feedback to implementing partners, and other technical and programmatic documents.
  - Identify significant economic, political and social trends in the host country and assess their important and impact on USAID development assistance objectives and programs.
  - Draft factual and interpretive reports covering complex subject-matter.
  - Ability to work in and appreciate a culturally diverse office, and able to translate local customs and culture to American counterparts and senior staff as necessary.
  - Work collaboratively, professionally, and positively with all other USAID staff to achieve team objectives.
  - Excellent interpersonal skills, including diplomacy and tact, to work effectively with people at all levels, from senior officials to support staff, accepting divergent points of view, able to set forth new ideas, and able to help find consensus to achieve team goals.

- Able to lead a team when necessary, allowing for two-way communication, bringing divergent views together to consensus, and exercising fair judgment and decision-making.
- Ability to positively appraise staff, write annual performance evaluations, and set mutually agreed-upon and achievable work objectives for staff that s/he supervises.
- Demonstrated ability to communicate effectively, both orally and in writing – and able to help others do the same.
- Excellent computer skills including Microsoft Office, web-based databases, and electronic filing, including the ability to help others, and the ability to learn new programs quickly is required to adequately perform in this position.

## 16. POSITION ELEMENTS

### a. **Supervision Received:**

The Deputy will receive broad policy guidance and technical instruction from and will be supervised by the USAID HSS Team Leader. Assignments are primarily in terms of program objectives and desired results. Accomplishments are evaluated for conformance with policy and accomplishment of USAID/Uganda objectives. The incumbent is required to keep the supervisor updated through copying on relevant correspondence, periodic status reports and verbal briefings.

### b. **Supervision Exercised:**

The Deputy will supervise at least three technical and administrative staff.

### c. **Available Guidelines:**

Host country laws, USAID Handbook/ADS on project implementation, commodity procurement, contracting and policy and other regulations. The handbooks guidance are supplemented by Mission Orders governing policy, procedures and regulations, the FSN handbook, mission organigram, and position description.

### d. **Exercise of Judgment:**

The Deputy will exercise substantial judgment and initiative, taking initiative to help set strategic directions, determine technical priorities, and decide on programming for the Family Health Team. Considerable judgment is required in priority setting, project design, funding allocation, monitoring, and human resource management, including appraisals to ensure that USAID processes are adhered to, and that Team Leader is sufficiently informed on all important elements of the portfolio. Diplomatic judgment and tact is required for human resource management as well as in working with mid and senior level officials of the host government.

### e. **Authority to Make Commitments:**

While having no commitment authority, per se, the incumbent's has considerable latitude in dealing with problems arising on the team or within a project and knowing when to include appropriate Mission staff such as the Team Leader, RLA and A&A staff. The incumbent's analysis and recommendations for USAID/Uganda action are given considerable weight when Mission policy decisions are made.

### f. **Nature, Level, and Purpose of Contacts:**

For smooth and effective implementation of the health portfolio, the incumbent must have the ability to establish and maintain effective working relationships with all levels of staff in the Mission, including the Embassy other USG agencies. Incumbent must also have an extensive range of contacts within the health sector including senior Government staff, managerial and technical staff with GOU, Heads of Agencies, development partners, senior representatives from civil society, and the private sector. Contacts are maintained with all levels of Mission personnel and with middle and upper level officials in both the public and private sector for purposes of project implementation and to obtain and interpret information relevant to program activities. Primary contacts are at the level of Ministers' Personal Assistant, Permanent Secretaries, Director General, Directors, Commissioners, and Assistant Commissions in the relevant Ministries, high ranking officials in parastatals (i.e. General Managers), and private and donor communities to obtain information, provide guidance on procedures and policies and to discuss proposals concerning project implementation. For advocacy purposes, the incumbent may be required to explain USAID's vision and priorities at the Permanent Secretary/Director General (senior) level. At donor coordination meetings, the incumbent interacts with heads of donor and multilateral agencies. At regional and international meetings, the incumbent interacts with AID/W senior officers and AOR/CORs. The incumbent must be able to host and interact with high level U.S.-based and other delegations including conducting briefings, arranging site visits and

other interactive events. The incumbent represents USAID/Uganda in technical international meetings and may make state-of-the-art presentations about innovative programs, lessons learned and best practices.

- g. **Time Expected to Reach Full Performance Level:** 52 weeks; 40 hours/5 days per week.